

**CITY OF CATHEDRAL CITY
REQUEST FOR PROPOSALS (RFP)**

**PROFESSIONAL LANDSCAPE ARCHITECT AND ENGINEERING SERVICES
CATHEDRAL CITY COMMONS HERITAGE PARK OUTDOOR AMPHITHEATER**

QUESTIONS & ANSWERS

April 18, 2017

1. Will a bus turnout be required on Cathedral Canyon Drive?

A bus turnout is not required on Cathedral Canyon Drive. However, the City wants the selected Firm to address the needs of those accessing the sites using various forms of transportation--this means addressing the locations(s) in the Downtown area close to the site where buses could be accommodated, as well as identifying existing transit stops and paths that attendees would be guided in order to arrive at the amphitheater site.

Please note that the City understands there are different drop off needs for various forms of transportation, e.g., Vehicles, Sunline Transit, Event Buses, Uber, Lyft, Bicyclists, Pedestrians, etc. The City wants the selected firms to consider these types of transportation and access to the project site and provide recommendations on how access will be accommodated.

2. What are the programming types and what kind of performances/events are anticipated?

The City is anticipating local artists, performing arts groups, and entertainers wanting to use the amphitheater. Also, Cathedral City wants to create a venue that brings all of the residents in the community together, especially the underserved and disadvantaged residents, Hispanic residents, seniors, and the LGBT community, to celebrate the arts, music and other performances at the venue.

In addition, it is planned that festivals, multi-day events and other downtown events will be held at both the outdoor amphitheater and at the festival lawn area (where now only the festival lawn is being utilized). Separate events may occur at each location, or one event could use both locations--amphitheater and festival lawn concurrently. This means that the amphitheater has to function at the same time the festival park is open for events--as they may be jointly used for the same event, or different events may be occur at both locations at the same time. In the past few years, the following events have been held at festival lawn, and it is anticipated the outdoor amphitheater will be utilized as part of these types of events at the festival lawn and downtown area:

- West Coast Art Festival
- LGBT Days
- Desert Glo Fest (5K Neon Paint Run)
- Dia de los Muertos
- Taste of Jalisco
- Hot Air Balloon Festival
- AM/FM (Arts Music Film and More)

3. What crowd sizes are anticipated?

There is no set goal for the seating capacity. This will be worked out based upon site constraints and the selected firm recommendations.

4. What types of audiences are anticipated?

Please see response to Questions 2 and 3 above.

5. Are maintenance services to be provided by city or contracted?

The City wants to fully understand operation and maintenance costs based upon information provided by selected Firm. Once the operation and maintenance effort and cost information is provided by selected Firm, the City will consider and ask for recommendations from selected Firm on how to achieve appropriate levels of operations and maintenance for the site, including in-house and contract options for this work.

6. Is onsite maintenance storage required?

The City is looking to the selected design team to identify a location(s) and type of space of storage areas that can be accommodated at the site.

7. What kind of concessions are anticipated?

There is no set target for the Concessions. The City wants this part of the project to be developed based upon site, budget, and permitting constraints with recommendations from the selected firm.

8. What current security/vagrancy issues does the city have with the current site or surrounding area?

The City does not have specific security for the area; the City will be looking to the selected Firm to recommend design that minimizes security needs. In addition, if special security is recommended based upon design, the City is looking for the selected Firm to identify the items at risk and type of security recommended, in addition to ways to reduce the risk through design elements in the project. An example would be stored lighting for amphitheater vs. permanently installed lighting, etc.

9. What is planned for the nearby Cathedral City Festival Lawn?

Currently, the City has ongoing festivals and events on the Festival Lawn area, which is across from the Amphitheater site. Please see response to Question 2 above. In addition, Festival Park is currently in a temporary state with a lawn area and few amenities. It is in need of further development. To achieve this, the City is pursuing funding sources to develop the Festival Lawn as a permanent park venue. However, at this time, Festival Park is in use with events throughout the year.

10. Are plans of the existing parking garage available?

The City built and owns the parking structure next to the outdoor amphitheater site and will make plans available to the selected Firm for this project. Note: Parking will be available in the parking garage to serve the amphitheater. However, there may be a need to utilize surface parking as well; therefore, the City would like the Firm selected to provide the number of parking spaces needed for the final design of the amphitheater so that the City can work with the Firm to determine exactly where those parking spaces will be accounted for in the Downtown Parking Structure and if needed in the Downtown area.

11. Per RFP page 1: “The initial project scope for the grant was derived with input from local stakeholders, artists, performing arts groups, civic groups and City Staff. There is a broad expectation of uses and attributes to be assigned to this project and site.” Can the list of the expected uses and attributes be shared with the bidders?

Please see responses to Questions 2 and 3 above.

In addition, the site will have a play area so that it can be used by the community outside of events/performances. The site will also have walking trails so that the community is encouraged to use it as part of the pedestrian friendly Cathedral City Downtown. The idea is for the venue to be open for relaxing walks, children play area activity, sitting on a bench, and enjoying the atmosphere, as well as being used for local, performing art and artist events, and be part of festival events throughout the year.

12. How many on site meetings per month should be expected during the design phases?

In addition to the community outreach listed below in Question 13, the selected firm should expect to meet with the City at least once a month during the design phase of the project. However, the selected firm may have to come out more often in order to keep the project design on schedule, to resolve an issue in person, etc. However, please note, the City will make every effort to minimize meetings, and if work is progressing appropriately, conference call meetings could be substituted for an in-person meeting. Also, the selected Firm will be responsible to submit plans to utilities serving the area, including SCE, Gas, Frontier, Spectrum, and Desert Water Agency, and any others that are applicable, meet with utilities as needed, and comply with utility requirements as needed. The City will be available to meet with Firm selected and utilities if needed; however, expectation is that Firm selected will take the lead on utility coordination.

13. How many design charrettes are expected per each design phase?

Cathedral City anticipates 4 outreach/presentation activities during the design process (in the order stated)

- a. Meeting to engage with local artists and performing artists groups/entities in the local community on how they would envision utilizing the Commons Heritage Park Outdoor Amphitheater. The purpose of the meeting is to ensure outreach is done within the local arts community so that opportunities in design are identified, feedback on design concepts are received, and that the City minimizes the possibility of lost design opportunities after project is built.
- b. General Community meeting to engage residents, stakeholders, and City leaders to go over design concepts.
- c. Parks Commission Presentation to go over design concepts, emphasizing that community engagement occurred and that Parks Commission presentation is being done to show how project is progressing and provide another opportunity for feedback.
- d. City Council Study Session Presentation after Parks Commission Presentation (not on the same day).

14. Are there anticipated budget limits that will determine how we will provide development phasing so that the project infrastructure and elements are bid as a base bid plus alternates? Is the 2.8 million dollar budget the total budget for hard and soft costs or does the city anticipate other funds being appropriated for future phase enhancements?

The City must work within the \$2.8 million Budget and must provide a complete built project that meets the State Land and Water Conservation Fund (LWCF) Grant requirements that the project include the amphitheater area, walking trails, play area, restroom/concession, landscaping, lighting, and fencing. Please note the \$2.8 million includes all costs for the project, including design, project management and construction.

Although the City needs to complete the amphitheater area, walking trails, play area, restroom/concession, landscaping, lighting, and fencing for the project in one phase, based upon the opportunities and constraints of the site related to design, some "betterment or enhanced" items could be designed to be done in additional phases as long as the needs of the project as listed are met in the Project Bid.

The City wants to work with the selected Firm to develop a phased plan in areas where a base concept works to complete the project as described, and if more funding is found for the project, the City wants the project designed so that such a "betterment or enhancement" could easily be added to the project during construction, or after construction in a future phase depending on timing of additional funding.

Please note, the base project must be bid to include all the features for a complete project. Alternate items are encouraged as part of the project bid if different design level for items could result in cost savings and provide a better ultimate project to the City.

15. Can a copy of the state grant requirements be made available?

The state grant requirements are that the City complete the amphitheater area, walking trails, play area, restroom/concession, landscaping, lighting, and fencing for the project by December 31, 2018 in order to comply with final reimbursement/close out report deadlines in early 2019. Therefore, the design schedule listed in the RFP in which all design work, including PS&E is done by December 18, 2017 is a firm date.

16. Can you please articulate on the requirements for the Theater Manager and for the Community Outreach professionals as well as the level of interaction required with the local communities?

The purpose of the City's RFP requiring the proposing firms to include theater design and management experience discipline is so that the design and engineering tasks will be assured to consider the logistical, functional, and technical needs from the perspective of a performance/programming user of the venue.

The City wants the venue to be developed in a holistic fashion that is inclusive of design and engineering opportunities and constraints, as well as outdoor theater performance and programming needs. The City is trying to avoid having the entire project designed and constructed and once it is opened, having performers and users of the site indicate items that could have been considered during design, and in some cases with little effort or cost, could have been added into the final project.

The City also wants to be able to articulate why items may not have been included in the project. The City determined the best way to minimize this issue of why items are included or not included in the final project is to ask the firms submitting proposals to have theater design and management as a discipline. In addition, the City expects that having this discipline on board will provide appropriate assistance for the community outreach (As listed above in Item 13), especially as part of the outreach to the local artist and performing artist community in the area.

Having the theater design/management discipline included will make it clear that the design, engineering, operations and maintenance will take into consideration the desires and needs of potential performers at the venue by addressing them as best possible during design within site, budget, and timing constraints of the project.

17. Is there currently reclaimed water available for irrigation purposes?

There is no reclaimed water available for irrigation purposes at this time.

18. Will the Work Proposal be weighted in comparison to the Cost Proposal? (i.e. Work Proposal 70% - Cost Proposal 30% of the final score).

There will be no split of work proposal/cost proposal as stated in your question. The City will rank firms by the quality of the proposals submitted and/or by interviews as needed. As stated on page 9 of the RFP, "the City may open contract negotiations with the top ranked firm.

19. What are the anticipated needs for the community outreach process scope of work including number of meetings?

Please see answer to Question 13 above.

20. What will the City require for the environmental review process?

The City of Cathedral City has completed CEQA for the project.

21. What existing engineering information is available from City for the project?

The City has street information for Avenida Lalo Guerrero and for Cathedral Canyon Drive. The Firm selected will be responsible to submit plans to utilities serving the area, including SCE, Gas, Frontier, Spectrum, and Desert Water Agency, and any others that are applicable, meet with utilities as needed, and comply with utility requirements as needed. The City will be available to meet with Firm selected and utilities if needed; however, expectation is that Firm selected will take the lead on utility coordination. If utility fees are needed to be paid by the City for project construction, these must be included in the PS&E Engineer's Cost Estimate to the City.

22. Is the project subject to prevailing rates for the design work? Construction?

The Design is considered Professional Services and may be negotiated with the selected Firm. The Project Construction will be subject to Prevailing Wage as the funding is from the State Parks Land Water and Conservation Fund Program.

23. Number of anticipated project phases.

The City needs to complete the amphitheater area, walking trails, play area, restroom/concession, landscaping, lighting, and fencing for the project in one phase; however, based upon the opportunities and constraints of the site related to design, some "betterment or enhanced" items could be designed to be done in additional phases as long as the needs of the project as listed are met in the Phase 1 Bid.

The City wants to work with the selected Firm to develop a phased plan in areas where a base concept works to complete the project as described, and if more funding is found for the project, the City wants the project designed so that such a "betterment or enhancement" could be easily added to the project during construction phase, or after in a future phase depending on timing of additional funding.

24. Item 2 on page 3 of the RFP requests that full design and complete plans are required. Please confirm that this will be only the work that fits in the budget of \$2.8 and not for the full build out of the project.

This is confirmed. Please note that the City wants to work with the Design Firm selected to ensure that the complete project is built for the \$2.8 million (which includes all costs for design, project management and Construction) and meets the State LWCF requirements.

25. Please clarify Item 4 more clearly. Does the City want the entire project infrastructure bid as phase 1? Or by phase according to the masterplan?

The City wants the entire project infrastructure bid as Phase 1. The reason Design phasing is mentioned is if the project can later be enhanced if more funding is found, the City would like to have the design ready to bid.

Please note, the base project must be bid to include all the features for a complete project. Also, note Alternate items are encouraged as part of the bid for the Phase 1 project if different design level for items could result in cost savings and provide a better ultimate project to the City.

26. Does the City anticipate having parking available in the parking garage for the Amphitheatre?

Yes. Parking will be available in the parking garage to serve the amphitheater. However, there may be a need to utilize surface parking as well; therefore, the City would like the firm selected to provide the number of parking spaces needed for the final design of the amphitheater so that the City can work with the Firm selected to determine exactly where those parking spaces will be accounted for in the Downtown Parking Structure and if needed in the Downtown area.

27. Will the City or the Consultant be responsible for an Initial Study for CEQA?

See Answer to Question 20 above.

28. Will the Concession stand be open all year around (weekend only?) or meant just for events?

The City anticipates that the Concession will be open for events; however, it may be open for events held in the Downtown area, not just events at the amphitheater.

29. Will restrooms be open all year around or just for events?

- a. To serve the event population?**
- b. # of ADA stalls?**

The City anticipates that the restrooms could be open for events; however, it may also be open for events held in the Downtown area, and depending on where it is located on the site, it may be open during the week as well. This has not been 100% decided by the City so it will be a consideration during the design of the project. The City would look to the Design Firm selected to confirm the number of ADA stalls required in the restroom.

30. Will there be a need for a fly loft for the stage?

The City has not identified if a fly loft will be needed. The City is looking for the firm selected to address this issue and make recommendations in context of the site size, and its constraints and opportunities.

31. Is a copy of the grant application with the cost estimate available?

The grant application is not available for review. The grant budget is a total of \$2.8 million, which includes all costs to design, manage and construct the project. The firm selected will need to work within this budget.

32. What is the size/spectator capacity of the amphitheater?

The City has not identified the exact size and spectator capacity for the Amphitheater. The City is looking for the firm selected to address this and make recommendations in context of the site size, constraints, and opportunities.

33. Is it possible to have a phone conversation or in-person meeting?

As you have indicated, the RFP requires bidders submitting a proposal to visit to the site. However, the City will not be meeting one-on-one for this project. Note: The RFP lists the items the design must address for the project on Pages 2 - 7.

34. I couldn't find anything about geotechnical services, so I'm assuming the design team will separately attain the geotechnical engineer.

You are correct. The design team/consulting firm will provide geotechnical services when developing the plans and specifications for this project.

35. Is there going to be a prebid meeting or walk?

The City will not host a pre-bid meeting for this RFP. However, interested bidders can submit questions to City Staff until April 17th. Anyone interested in bidding on the project can visit the site.

36. Is there a list of prospective design companies bidding on this project?

When an RFP is uploaded onto the City Website, the website automatically sends courtesy emails to local landscape and engineering contractors who have registered on the website. Also, the RFP is published on [Plan It Reprographics \(Plan Well\)](#). I believe Plan It sends their own notice to interested agencies signed up with them. Here is link: <https://www.planitplanroom.com/>

37. We have full architectural and engineering team, including landscape Architect. Do you prefer that the proposal be submitted by the architect or by the landscape Architect?

The City RFP is asking for landscape architect and engineering for the project.
The City will be looking for responsiveness to the criteria in the RFP.
You will need to determine how best to configure your proposal for this RFP.

38. Our Firm is very interested in teaming with firms who will be pursuing this project. Being a sub-consultant I would greatly appreciate it if you could provide me with a list of the firms who are seeking this project and their contact information as they become available.

The City appreciates your interest in the design of this project. We can provide a list of respective bidders as we get closer to the submittal date and generate some interest. A list of prospective bidders is attached to this Q & A.

As you have indicated, the RFP requires bidders submitting a proposal to visit to the site. However, the City will not be meeting one-on-one for this project. Note: The RFP lists the items the design must address for the project on Pages 2 - 7.

39. The last page of the RFP indicates attachments, but I don't see them. Can you provide a link to them?

The Listed Attachments are included in the RFP after Page 9 as follows (Note--the Attachments are not specifically labeled; however, they appear in order after Page 9).

- a. Vicinity Map
- b. Aerial Location Map
- c. Photos of Project Site
- d. Design Professional Services Agreement (DPSA)

40. Do you have a goal for the seating capacity of the amphitheater?

There is no set goal for the seating capacity. This will be worked out based upon site constraints and selected consultant recommendations.

41. Is the LWCF grant application available for review?

No. The LWCF Grant Application is not available for review.

42. Did you have any consultants help prepare the grant application or was it all done in-house? In particular, was a cost estimator involved?

Cathedral City utilized MVR Consulting to write the LWCF Grant Application. Cost estimates were done in-house by City of Cathedral City.

CATHEDRAL CITY COMMONS HERITAGE PARK OUTDOOR AMPHITHEATER RFP

QUESTION & ANSWERS

Attachment 1

List of Prospective Bidders (Alphabetically)

- **David Evans and Associates**, Ontario, CA
- **Earth Systems Southwest**, (Self-identified Geotechnical Sub-Consultant), Bermuda Dunes, CA
- **GA design Architecture and Planning**, Torrance, CA
- **Hermann Design Group**, Palm Desert, CA
- **ktua**, San Diego, CA
- **MSA Consulting, Inc.**, Rancho Mirage, CA
- **Rios Clementi Hale Studios**, Los Angeles, CA
- **RJM Design Group**, San Juan Capistrano, CA
- **Veneklasen Associates, Inc.**, (Self-identified Acoustic, Sound and Electric Systems Sub-Consultant), Santa Monica, CA